



## Great Falls Job Service Workforce Center

1018 7<sup>th</sup> St. South

### Workshop Schedule – February 2015

Call 791-5800 to pre-register



#### PEP TALK/MTCIS:

- Explores strengths, interests, skills, and values in relation to education and career paths
- Assessments to discover the best fit for your next employment opportunity

**Monday: FEBRUARY 2 10:15 AM – 12:00 PM**

#### WORKIN' IT OUT:

- 2 ½ day Workshop
- Successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion

**Scheduled: FEBRUARY 3, 4, 5 9 AM – 12 PM and 1 – 4:45 PM**

**FEBRUARY 17, 18, 19 9 AM – 12 PM and 1 – 4:45 PM**

*(FEBRUARY 5 AND 19 morning session only, no afternoon session)*

#### EXCEPTIONAL CUSTOMER SERVICE STRATEGIES:

- Challenging you to develop the necessary attitude for delivering exceptional customer service
- Taking that attitude and translating it into daily action

**Thursday: FEBRUARY 5, 19 2:00 PM - 3:45 PM**

#### JOBS ONLINE:

- How to: Register with Job Service, Update profile information
- Job Search using [jobs.mt.gov](http://jobs.mt.gov)
- Using the Great Falls Job Service website
- Using other Job Listing websites

**Monday: FEBRUARY 9, 23 2 PM – 3:30 PM**

#### DOLLARS & SENSE:

- 1 full-day Workshop
- Money management tips
- Credit reports and what they mean
- \*\*\*Must pre-register with RDI. Call 761-8721\*\*\*

**Tuesday: FEBRUARY 10, 24 9 AM – 12 PM and 1 – 4:45 PM**

#### INTERVIEWING INSIGHTS:

- Discussion of various types of interviews
- Preparation suggestions; Appropriate dress and appearance

**Wednesday: FEBRUARY 11, 25 1:30 PM – 3:00 PM**

#### RESUMES, COVER LETTERS, & APPLICATIONS THAT WORK:

- Formats, style, visual appeal
- Types of applications
- How to prepare for: applications, resume creation, and online applications
- Grammar, verbiage, and content to include *and exclude*

**Thursday: FEBRUARY 12, 26 9 AM – 12:00 PM**